

How to Apply for a Job with Architect of the Capitol (AOC)



Please make sure you access all AOC vacancies through www.aoc.usajobs.gov.

[Home](#) [Search Jobs](#) [My Account](#) [Resource Center](#) [SIGN IN OR CREATE AN ACCOUNT](#)

Architect of the Capitol

Twenty-four hours a day - seven days a week - 365 days a year, the more than 2,600 people of the Architect of the Capitol (AOC) serve the nation as proud stewards of some of the most iconic buildings and grounds in the world.

What: **Where:**

Keywords, Job Title, Control #, Agency, Skills City, State, ZIP Code, or Country

[Advanced Search >](#)

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

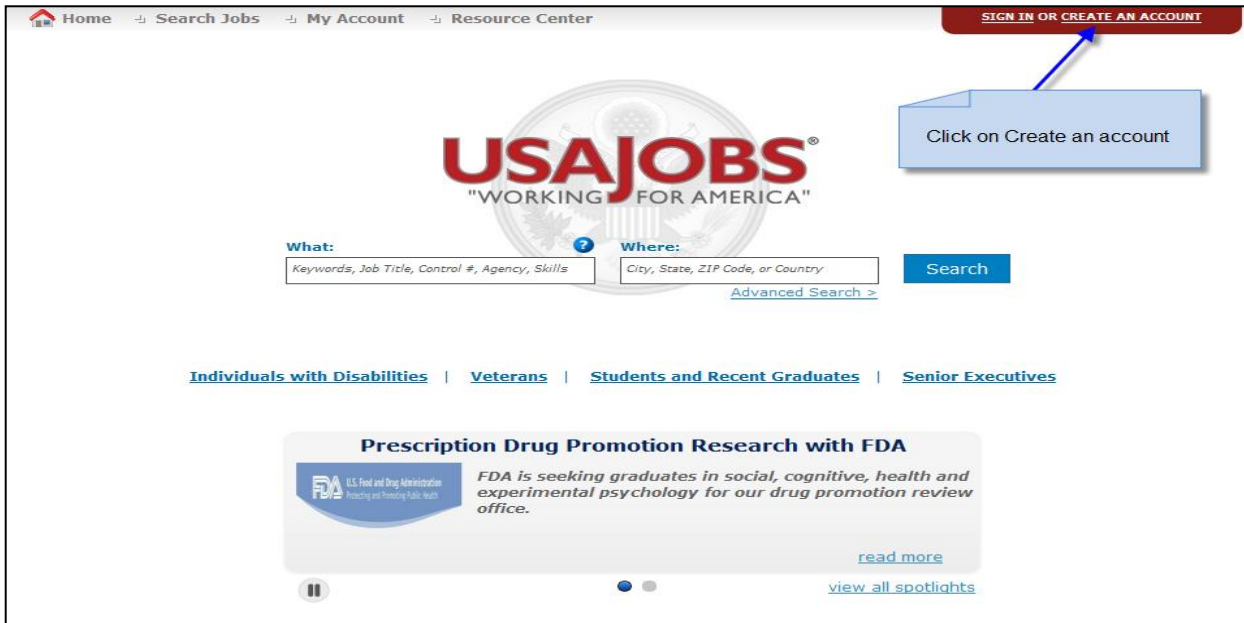
This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

Click the links below to get help on a specific topic.

- [Create a USAJOBS account](#)
- [Confirm Your USAJOBS Account](#)
- [Login into Your Email Account](#)
- [Activate Your USAJOBS Account](#)
- [Create Your USAJOBS Resume](#)
 - [Choose an Upload Method](#)
 - [Resume Builder Method](#)
- [Searching for Jobs](#)
- [Creating Saved Searches for AOC Jobs](#)
- [Apply to a Job](#)

Create a USAJOBS account

1. Go to www.USAJOBS.gov.
2. Click the CREATE AN ACCOUNT button in top right hand side of the page.



Confirm Your USAJOBS Account

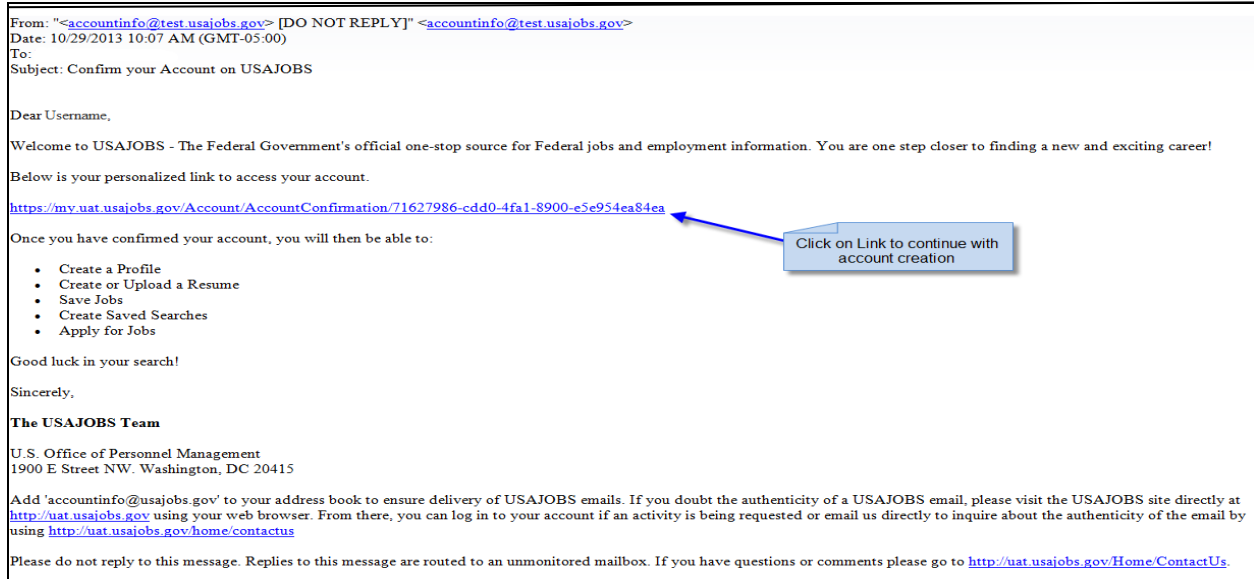
1. Enter your email address in the boxes provided.
2. Enter a Username that is 8-20 characters long with at least one letter & one number.

The screenshot shows the "Create New Account" form. At the top, it says "Welcome to USAJOBS!" and provides a brief introduction. Below this, it lists benefits of having a new account. The form fields are as follows:

- Required information**
- Primary Email**: A yellow input box with a blue callout box pointing to it that says "Enter your e-mail address and confirm e-mail address."
- Confirm Primary Email**: A yellow input box with a blue callout box pointing to it that says "Enter your e-mail address and confirm e-mail address."
- Email Format Preference**: A question "What is your email format preference? Some email providers block HTML messages. Select 'Text' to ensure your emails go through." with radio buttons for "HTML" and "Text".
- Warning**: A key icon and text: "Be advised that only one account can be created for each email address. Be sure the email account you use is only accessible by you and the email account is properly secured."
- Username**: A yellow input box with a blue callout box pointing to it that says "Create a unique Username". Below the box, the requirements are listed: "Username must be between 8 and 20 alphanumeric characters, must contain at least one letter, at least one number and must not contain special characters except underscore(_), ampersand(&) and period(.)."

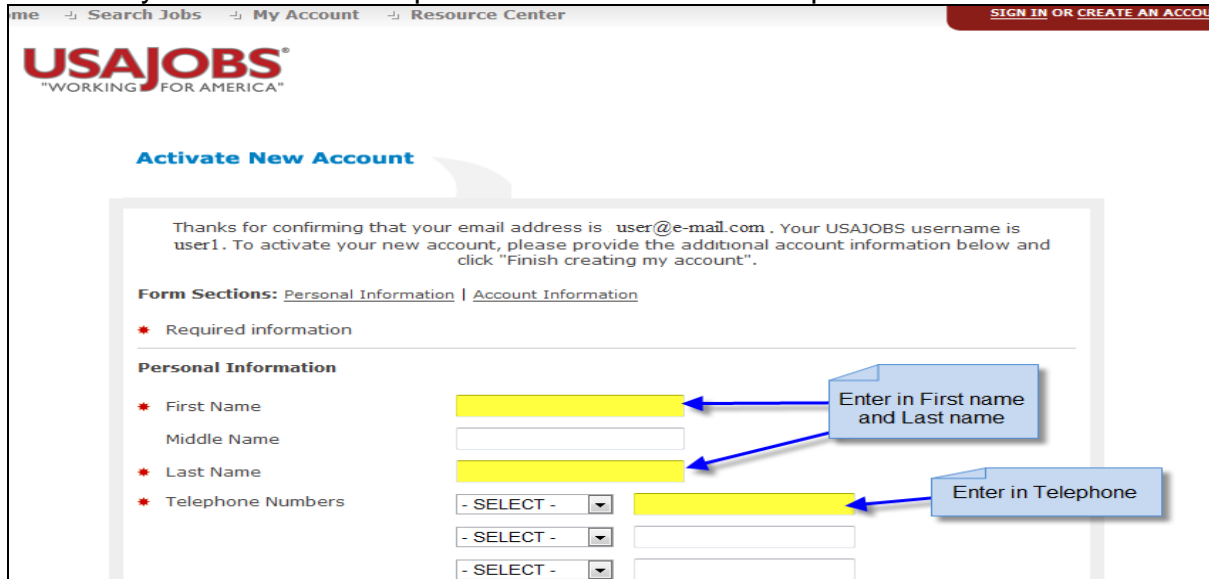
Login into Your Email Account

1. Login to the email account you provided.
2. Open the email from usajobs.gov.
3. Click on the link provided in the email to confirm your account.



Activate your USAJOBS Account

1. Enter your name and telephone number in the boxes provided.



2. Choose a password for your new account.
3. Your password must contain:
 - At least 8 characters (20 maximum)
 - At least one Upper case letter
 - At least one lower case letter
 - At least one number
 - At least one of the following symbols ! @ # \$ ^ & * ()
4. Choose 3 password hint questions and provide answers.

The screenshot shows the 'Account Information' section of a web form. It includes fields for 'Password' and 'Confirm Password', both highlighted in yellow. Below these are three 'Password Question' fields, each with a '- SELECT -' dropdown menu and a corresponding 'Your Answer' text box, all also highlighted in yellow. A green callout box labeled 'Create Password for new account.' has arrows pointing to the password fields. Another green callout box labeled 'Create Answers based on Available Selectable Questions' has arrows pointing to the question dropdowns. A blue callout box labeled 'Select Password Questions' has arrows pointing to the dropdown menus. A key icon and a paragraph of text are also visible, explaining the purpose of the password questions.

5. Read the security tips and click the box to confirm your understanding.
6. Click the FINISH CREATING MY ACCOUNT button.

The screenshot shows a page with a checkbox and a 'Finish creating my account' button. The checkbox is labeled 'I have read and understand the security tips.' and is highlighted in yellow. A blue callout box labeled 'Review Terms and Conditions and select this checkbox' has an arrow pointing to the checkbox. Below the checkbox is the 'Terms and Conditions' section, which contains text about the U.S. Federal Government system and user responsibilities. At the bottom of the page is a blue button labeled 'Finish creating my account'. A blue callout box labeled 'Click this button once all information has been entered and you have reviewed Terms and Conditions.' has an arrow pointing to the button.

Create your USAJOBS Resume

1. You can create a resume by uploading a resume or by using the USAJOBS resume builder.
AOC accepts uploaded resumes.

USAJOBS
"WORKING FOR AMERICA"

What: Where:

[Advanced Search >](#) Radius: 20 miles

My Account

- Resumes
- Saved Searches
- Inbox
- Saved Jobs
- Saved Documents
- Application Status

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

[Build New Resume](#) [Upload New Resume](#)

You have created **0** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Upload Your Resume

1. You can save your resume to a PDF to ensure that the agency will be able to open the file.
2. To upload a resume, click the blue UPLOAD NEW RESUME button.

USAJOBS
"WORKING FOR AMERICA"

What: Where:

[Advanced Search >](#) Radius: 20 miles

My Account

- Resumes
- Saved Searches
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- Application Status

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

[Build New Resume](#) [Upload New Resume](#)

You have created **0** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Click "Upload New Resume"

3. Type in a title for your resume in the **RESUME BASICS** box.
4. Click the **BROWSE** button to find your resume on your computer.
5. Click the **UPLOAD** button to upload the file.

Resume Uploader

You are able to upload and store two resumes to your My USAJOBS account. If the job accepts uploaded resumes, then your uploaded resume(s) will appear in the list of resumes you can use to apply for a job. Uploaded resumes can not be converted to SES resumes.

*** Required information**

Resume Basics ?

*** Resume Title:**

(e.g., Senior Marketing Director, Experienced Sales Manager)

Upload a Resume ?

Uploaded resumes must be less than 3mb and can be in one of the following formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX).


Upload your existing resume by selecting a file below.

*** Resume File:**

Note: Uploaded resumes may not be accepted by some agencies' online application processes.

Resume Builder Method

1. If you want to use the resume builder method, click **BUILD NEW RESUME**.
2. It is helpful to have an electronic copy of your resume to cut and paste into the resume builder.



What: Where:

Advanced Search >

Radius: 20 miles

My Account

Resumes

Saved Searches

Inbox

Saved Jobs

Saved Documents

Application Status

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Click "Build New Resume"

Build New Resume

Upload New Resume

You have created **0** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.


Tips

Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

3. Complete all of the boxes with your personal information and work experience to build your resume.

Resume Builder

* Resume Name

1. **Experience** 2. Education 3. Other 4. References 5. Preview and Finish  **Preview your resume**
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Work Experience

Note: If your resume is **not searchable**, this information will not be visible to recruiters performing resume searches.

* Employer Name

Employer Address 1

Employer Address 2

* Country

Postal Code

* City/Town

* State/Territory/Province

* Formal Job Title

* Start Date

* End Date

Salary

* Average Hours per week

May we contact your supervisor? Yes No Contact me first

Is this a Federal position? Yes No

* Duties, Accomplishments and Related Skills
[Expand this area](#)

[Problems with formatting when pasting from Microsoft Word?](#)
(5000 characters remaining)

4. Click the blue **NEXT** button.


5. Provide information about your education.

* School or Program Name	<input type="text"/>	
* Country	<input type="text" value="United States"/>	
* State/Territory/Province	<input type="text" value="Alabama"/>	
* City/Town	<input type="text"/>	
* Degree/Level Attained	<input type="text" value="- SELECT -"/>	
Completion date	<input type="text" value="-SELECT-"/> <input type="text" value="-SELECT-"/>	
Major	<input type="text"/>	
Minor	<input type="text"/>	
GPA	<input type="text"/> of GPA Max. <input type="text"/>	
Total Credits Earned	<input type="text"/>	
System for Awarded Credits	<input type="radio"/> Semester Hours <input type="radio"/> Quarter Hours <input type="radio"/> Continuing Education Units	
Honors	<input type="text" value="-SELECT-"/>	
Relevant Coursework, Licensures and Certifications	<input type="text"/>	
<small>Problems with formatting when pasting from Microsoft Word? (2000 characters remaining)</small>		
<input type="button" value="Spell Check"/>		
<input type="button" value="Save Education"/>		
<input type="button" value="Previous"/>	<input type="button" value="Save"/>	<input type="button" value="Next"/>

6. Click the blue NEXT button.

7. Provide information about job-related training, skills, affiliations, or publications.

Resume Builder

1. Experience 2. Education 3. **Other** 4. References 5. Preview and Finish  **Preview your resume**
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Job Related Training

List the titles and completion dates of training courses that are relevant to the position you are seeking.

(5000 characters remaining)

[Spell Check](#)

Language Skills

Language:

Spoken: None Novice Intermediate Advanced

Written: None Novice Intermediate Advanced

Read: None Novice Intermediate Advanced

[Add Language](#)

Organizations/Affiliations

Organization Name:

Affiliation / Role:

[Add Affiliation](#)

You may have up to 4 affiliations.

Professional Publications

Enter any professional publications in the space provided

(5000 characters remaining)

[Spell Check](#)

Additional Information

Enter job-related honors, awards, leadership activities, skills (such as computer software proficiency or typing speed) or any other information requested by a specific job announcement.

[Expand this area](#)

(20000 characters remaining)


[Spell Check](#)

[Previous](#) [Save](#) [Next](#)

8. Click the blue NEXT button.

9. Type in the names and contact information for your references.

Resume Builder

1. Experience 2. Education 3. Other 4. **References** 5. Preview and Finish  **Preview your resume**
Only information already saved will display in Print Preview.

PLEASE NOTE: Fields with an asterisk (*) are required fields.

References

Note: If your resume is **searchable**, this information will not be visible to recruiters performing resume searches.

* Name:

Employer:

Title:

* Phone:

Email:

Reference Type: Professional Personal

You may have up to 5 references.

[Save Reference](#)

[Previous](#) [Save](#) [Next](#)

10. Click the blue NEXT button.

11. Review the resume that has been created.

Resume Builder

1. Experience 2. Education 3. Other 4. References 5. **Preview and Finish**

Preview and Finish [Print Resume](#)

User1
Day Phone: 123-456-7899
Email: User1@e-mail.com

Work Experience: **Employer 1** **10/2013 - Present**
Mclean, VA United States **Hours per week: 40**
Project Specialist
Supervisor: Supervisor 1 (703-111-1111)
Okay to contact this Supervisor: Yes
My Duties included:

- Assisting with Supervisor with Power-point, Analyzing data, and Reviewing content.

Education: **University** Mclean, VA United States
Bachelor's Degree 09/2006

References:	Name	Employer	Title	Phone	Email
	Supervisor 1 (*)			703-123-5555	

(*) Indicates professional reference

[Previous](#) [Finish](#)

12. Click the blue FINISH button.

Searching for Jobs

1. Type in the title of the job or key word in the WHAT box.
2. Enter a location in the WHERE box.
3. Select a radius.
4. Click the blue ARROW to search.

The screenshot shows the USAJOBS website interface. At the top, there is a navigation bar with links for Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed. The search interface includes a 'What:' field containing 'test 2', a 'Where:' field, and a 'Radius: 20 miles' dropdown menu. A blue arrow button is located to the right of the search fields. Below the search bar, there is a sidebar with navigation options: My Account, Resumes, Saved Searches, Inbox, Saved Jobs, Saved Documents, and Application Status. The main content area displays information about the user's resumes, including a list of resumes with their status and source, and buttons to 'Build New Resume' and 'Upload New Resume'. A 'Tips' section provides additional information about searchable resumes, renewal, and acceptable file formats.

USAJOBS allows you to store resumes that can be used to apply online to government agencies. You may wish to update your resume(s) before you submit the resume to a specific job opportunity announcement. **Do not** include the following types of information in your profile or resume: classified information, as defined in Executive Order 13526 (dated December 29, 2009); Social Security Number (SSN); or other personal or sensitive information you do not wish be made visible to recruiters. **PLEASE NOTE** that including a photograph of yourself may result in your resume/application not being accepted by the hiring agency.

If you make your resume searchable, your profile information and **all** resume information will be visible to recruiters searching our resume bank.

Resume 1: Resume 1 View Delete	Status: Not searchable Make Searchable
Resume 2: Test Resume 1 View Edit Duplicate Delete	Status: Not searchable Make Searchable

Format: docx file
Source: Uploaded from my computer

Format: USAJOBS Resume
Source: Built with USAJOBS Resume Builder

[Build New Resume](#) [Upload New Resume](#)

You have created **2** of **5** possible resumes. You are able to upload and store **5** resumes to your My USAJOBS account.

Tips

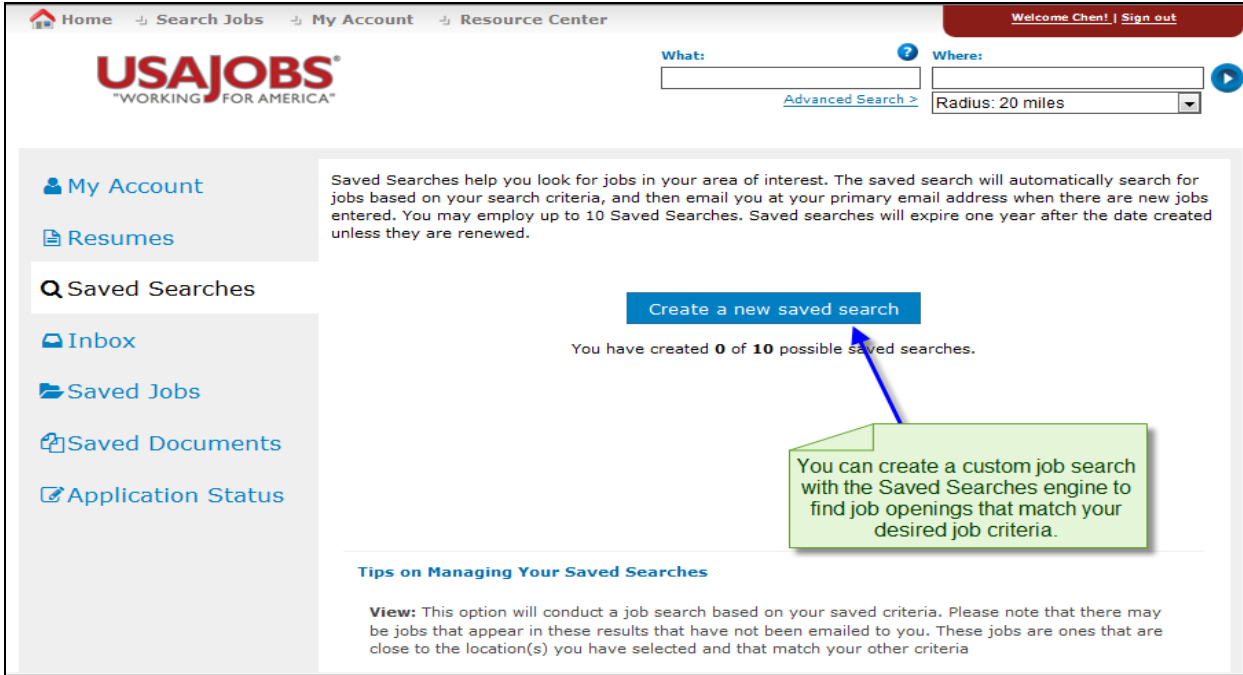
Searchable: Making your resumes searchable allows recruiters to find your resume during searches.

Renew: Selecting the Renew link resets the expiration of your searchable resume and allows your resume to be searchable for an additional 18 months.

Acceptable files: Uploaded resumes must be less than 3MB and in one of the following document formats: GIF, JPG, JPEG, PNG, RTF, PDF, or Word (DOC or DOCX). Only text-based RTF, PDF, and Word documents will be searchable by recruiters. Image files (GIF, JPG, JPEG, PNG) will not be searched.

Creating Saved Searches for AOC jobs

1. Create reminders of potential jobs available on a weekly, monthly basis.
2. Allows for ease of saving jobs and coming back to complete the application process.
3. Click on the SAVED SEARCHES button on the left side of the screen.
4. Click on the blue CREATE A NEW SAVED SEARCH button.



The screenshot displays the USAJOBS website interface. At the top, there are navigation links for Home, Search Jobs, My Account, and Resource Center. The USAJOBS logo is prominently displayed. Search filters for 'What:', 'Where:', and 'Radius: 20 miles' are visible. On the left sidebar, the 'Saved Searches' option is selected. The main content area features a blue button labeled 'Create a new saved search' and a message stating 'You have created 0 of 10 possible saved searches.' A callout box points to this button with the text: 'You can create a custom job search with the Saved Searches engine to find job openings that match your desired job criteria.' Below this, there is a section titled 'Tips on Managing Your Saved Searches' with a 'View' link and a note about job results.

5. Enter your search preferences in the fields.

Home Search Jobs My Account Resource Center Welcome Chen! Sign out

USAJOBS

WORKING FOR AMERICA

Create A New Saved Search

PLEASE NOTE: Fields with an asterisk (*) are required fields.

Keyword Search (e.g.: Job Title, Agency Name, Job Announcement #, Control #)

Title Search

Series Number Search Please enter all 4 digits when typing the Series Number. To search an entire occupation group, enter only the first two digits (e.g. 08 for engineers). When entering multiple Series Numbers please separate them with a semicolon (;). (maximum of 10)

Pay Grade (GS) From -- SELECT -- To -- SELECT --

Or

Salary Range From -- SELECT -- To -- SELECT --

NOTE: You may select either a Salary Range or a Grade Range. Some jobs may not have a predetermined salary/grade. To view these, leave the salary/grade refiners blank.

Location Search

Show locations for this region: United States

State/Territory/Region: United States, Alabama, Alaska, American Samoa, Arizona, Arkansas, California

Then Locale(s)

Click buttons to add/remove (maximum of 10)

Add >> << Remove

Show locations for Open Jobs only

Agency Search

Choose Department: Court Services and Offender Supervision Agency for DC, Department Of Agriculture, Department Of Commerce, Department of Defense, Department of Defense - Dept. of the Air Force, Department of Defense - Dept. of the Army, Department of Defense - Dept. of the Navy

Then refine your agency choice

Click buttons to add/remove (maximum of 10)

Show only Senior Executive Service postings? Yes No

Exclude postings for jobs open longer than 30 days? Yes No

Sort Results By Key Word Relevance Date

Type of Work Permanent Temporary Term Detail ICTAP Only Student

Work Schedule Full-Time Part-Time Shift Work Intermittent Job Sharing Multiple Schedules

Show Jobs Posted: All Jobs

Save this search

Create up to ten saved searches to find jobs matching your specific criteria. They'll search around the clock and email you the results to your primary email address

*Name your Saved Search: Gardner Search

How often do you want to receive email notifications to your primary email address? Daily Weekly Monthly None

Save Search Save and Run Reset Form

Once you have entered your search values, click on Save Search or Save and Run

[Site Map](#) [Contact Us](#) [Help/FAQs](#) [Privacy Act and Public Burden Information](#) [FOIA](#) [About Us](#) [USA.gov](#)

This is a United States Office of Personnel Management website.
USAJOBS is the Federal Government's official one-stop source for Federal jobs and employment information.

5. Name the search.

6. Click on the blue SAVE SEARCH button or click SAVE AND RUN to find jobs.

Applying for Jobs

1. Login to your USAJOBS account.
2. Click apply online.

The screenshot displays the USAJOBS website interface. At the top, there are navigation links for Home, Search Jobs, My Account, and Resource Center. A user is logged in as 'Chen!' with a 'Sign out' option. The main header features the USAJOBS logo and a search bar with a 'Where:' dropdown and an 'Advanced Search >' link. Below the header, there are tabs for Overview, Duties, Qualifications & Evaluations, Benefits & Other Info, and How to Apply. The job details are for the Architect of the Capitol, with a job title of General Engineer. A callout box with a blue arrow points to the 'Apply Online' button in the right-hand sidebar. The sidebar also includes buttons for Print Preview, Save Job, and Share Job, along with links for Agency Contact Info, Job Announcement Number, and Control Number. The main content area provides detailed information about the job, including salary, open period, series and grade, position information, promotion potential, duty locations, and who may apply. A job summary and agency marketing statement are also present.

ARCHITECT OF THE CAPITOL

Job Title: General Engineer
Department: Legislative Branch
Agency: Architect of the Capitol
Job Announcement Number: Test 2

SALARY RANGE: \$62,467.00 to \$81,204.00 / Per Year
OPEN PERIOD: Monday, November 04, 2013 to Friday, November 08, 2013
SERIES & GRADE: GS-0801-11
POSITION INFORMATION: An Excepted Service position and does not require civil service Competitive Status. - Permanent
PROMOTION POTENTIAL: 13
DUTY LOCATIONS: 1 vacancy in the following location:
Washington DC, DC [View Map](#)
WHO MAY APPLY: Applications will be accepted from all United States Citizens and Nationals.

JOB SUMMARY:
CORE VALUES: The AOC prides itself on our Core Values of Teamwork, Integrity, Pride and Professionalism. The PROFESSIONALISM and INTEGRITY of each AOC employee demonstrates our dedication to providing quality services and our commitments to holding ourselves to the highest standards. We recognize that we do our best work through TEAMWORK, each of us lending our individual strengths and talents to the greater goal of the entire team. We respect each other and rely on each other in our efforts to make the AOC a center of excellence. We take PRIDE in what we do and in the honor of serving Congress, the Supreme Court, and the American people each and every day.

Agency Marketing Statement:
The mission of the Architect of the Capitol (AOC) is to serve Congress and the Supreme Court, preserve America's Capitol and inspire memorable experiences. Under the leadership of Stephen T. Ayers, FAIA, LEED AP, the roles and responsibilities of the Architect of the Capitol cover an expansive and diverse portfolio. The AOC is responsible for the maintenance, operation, development and preservation of 17.4 million square feet of buildings and more than 553 acres of land throughout Capitol Hill. The AOC provides a welcoming and educational environment for millions of visitors through the U.S. Capitol Visitor Center and the US Botanic Garden. The AOC also provides professional expertise on the preservation of architectural and artistic elements entrusted to its care. Learn more at www.aoc.gov.

This is an engineer position

3. Click on the USAJOBS resume you want to upload with your application.
4. Upload any additional documents.
5. Click the checkbox to indicate that you have reviewed your resume.
6. Click the checkbox to certify your application.

The screenshot shows the USAJOBS application interface. At the top left is the USAJOBS logo with the tagline "WORKING FOR AMERICA". To the right are search fields for "Search Jobs" and "Where:" with an "Advanced Search >" link. Below this is a "Please Note" section in red text: "If you are resubmitting or updating a previous application you must re-submit all required documents!".

The main section is titled "Apply Online to the following job:" and lists job details:

- Job Announcement Number:** Test 2
- Job Title:** General Engineer
- Grade:** GS 11/11
- Department:** Legislative Branch
- Job Location:** Washington DC, District of Columbia
- Closing Date:** Friday, November 08, 2013

Below the job details is the "Resume" section: "Resume - Select one of your stored USAJOBS resumes to send (or first [Save Job and Create, Edit, or Upload a resume](#)):". A list shows "Resume 1" (Test Resume 1) selected. A callout box points to this selection with the text: "Select Resume you would like to use for your application."

The "Attachment(s)" section follows: "Attachment(s) - Select one or more of your Saved Documents to send (or first [Save Job and Upload Documents](#)). In order to select multiple items, you must use Ctrl+click (or Cmd+click on Mac):". A list shows "SF-50 (SF-50 Test)" selected. A callout box points to this selection with the text: "Select any additional supporting documents you would like to Add."

Below the attachments is a section for required fields: "Fields below with an asterisks (*) are required."

- * I have [reviewed my resume](#). The selected document includes the information I wish to provide with this application.
- Allow me to attach demographic information to the application. [Review or update your demographic information](#).
- * I certify, to the best of my knowledge and belief, all the information submitted by me with my application for employment is true, complete, and made in good faith, and that I have truthfully and accurately represented my work experience, knowledge, skills, abilities and education (degrees, accomplishments, etc.). I understand that the information provided may be investigated. I understand that misrepresenting my experience or education, or providing false or fraudulent information in or with my application may be grounds for not hiring me or for firing me after I begin work. I also understand that false or fraudulent statements may be punishable by fine or imprisonment (18 U.S.C. 1001).

 A callout box points to these fields with the text: "Check the following fields to proceed to the seeker side of the Application Process."

7. You will be automatically directed to the AOC application website.

8. Your information will be automatically placed into the application from USAJOBS.

ARCHITECT OF THE CAPITOL
Serving Congress and the Supreme Court, preserving America's Capitol, and inspiring memorable experiences

AOC.gov Working at the AOC Contact Us USAJobs

Return to USAJOBS

Account Creation

During this process, please use the "Previous" and "Next" buttons located at the bottom of the page. Using the browser BACK button will return you to the beginning of the process.

Your Applicant profile cannot be edited at this time. Changes to your applicant profile must be made by accessing your account in the My USAJOBS tab.

You will be required to submit personal information for your registration profile. Before completing this section, please review the Privacy Policy by clicking on the link below.

In order to proceed with the process, please click "Next".

Items marked with * are required.

Personal Information	Step 1 of 4
* First Name	<input type="text"/>
Middle Initial	<input type="text"/>
* Last Name	<input type="text" value="Chang"/>
* SSN	<input type="text"/> - <input type="text"/> - <input type="text"/>
* Confirm SSN	<input type="text"/> - <input type="text"/> - <input type="text"/>
* Address 1	<input type="text" value="8280 Greensboro Drive"/>
Address 2	<input type="text"/>
Address 3	<input type="text"/>
* City	<input type="text" value="McLean"/>
* Country	<input type="text" value="United States"/> <input type="button" value="Apply"/>
* State	<input type="text" value="Virginia"/>
* Postal/ZIP Code	<input type="text" value="22102"/> Plus 4 <input type="text"/>
* Phone	<input type="text" value="703-270-4578"/>
Secondary Phone	<input type="text"/>
* Email	<input type="text"/> Enter only ONE Internet E-Mail Address (example: john_doe@company.com)
* I am a US Citizen	<input checked="" type="radio"/> Yes <input type="radio"/> No

Step 1 of 4

Architect of the Capitol | Capitol Visitor Center | U.S. Botanic Garden | Privacy Statement |
For Assistance Contact: careerconnectorhelp@treasury.gov

powered by **monster**
Your calling is calling™

9. Check the email account you provided to USAJOBS to retrieve your email verification code.
10. Copy the verification code from your email into the CODE box.

ARCHITECT OF THE CAPITOL
Serving Congress and the Supreme Court, preserving America's Capitol, and inspiring memorable experiences

AOC.gov Working at the AOC Contact Us USAJobs

Return to USAJOBS

Email verification

Thank you for showing interest in our job posting. Before we can direct you through the application process, we need you to confirm your email address. We have sent an email to the address you specified in your profile on USAJobs. Please open that email and copy the code value from the email and paste it into the text box below and click the Next button. This will enable us to activate your account so you may continue the application process. If you are unable to access your email at this time, please click the Return to USAJobs button. Thank you for your consideration.

Code:

Copy and Paste Verification Code from the USAJOBS E-mail

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For Assistance Contact: careerconnectorhelp@treasury.gov

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This is a Federal job application system. Providing false information, creating fake IDs, or failing to answer all questions truthfully and completely may be grounds for not hiring, for disbarment from Federal employment, or for dismissal after the applicant begins work. Falsifying a Federal job application, attempting to violate the privacy of others, or attempting to compromise the operation of this system may be punishable by fine or imprisonment (US Code, Title 18, section 1001).

- 11. A welcome screen will appear.
- 12. Click on the APPLY TO THIS VACANCY button.

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Return to USAJOBS
View Application Status
My Account

Welcome Back, YOUR NAME

You have arrived here from USAJOBS to continue your application.

[Apply to this Vacancy](#)

Click on Apply to this Vacancy

Account Updated!
Congratulations. Your account has been updated.

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- 13. The vacancy questions will appear.
- 14. Review and answer the eligibility questions to apply.

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Return to USAJOBS
View Application Status
My Account

Eligibility Questions

Eligibility Series Grade Location All Grade Questions Documents Application Review

Note: Changing your answers to these Eligibility Questions will affect your eligibility and consideration for other vacancies you have applied to at this agency. Please review your answers to make sure they are accurate. Pressing the "Next" button will save changes made to your answers to this vacancy and other vacancies to which you have applied.

Items marked with * are required.

Eligibility Questions

* 1. Are you a current and/or former Federal employee?
 Yes
 No

* 2. Are you a current Architect of the Capitol (AOC) employee (this includes Botanic Garden employees)?
 Yes
 No

* 3. If you are a male at least 18 years of age, born after December 31, 1959, have you registered with the Selective Service System (select "Not Applicable" if this question does not apply to you)?
 Yes
 No
 No, but I have an approved exemption
 Not Applicable

4. May we contact your current supervisor for a reference?
 Yes
 No
 Please contact me first

* 5. Are you a retiree receiving a Federal annuity, either military or civilian?
 Yes
 No

(Note: If you are an annuitant, your salary or annuity may be reduced upon employment.)

Review and Answer Questions through the application process from the window.

15. Check the boxes to select the series, grade, and location.

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Return to USAJOBS
View Application Status
My Account

Series, Grade and Location

Eligibility Series Grade Location All Grade Questions Documents Application Review

Series Grade Location

During this process, please use the "Previous" and "Next" buttons located at the bottom of the page. Using the browser BACK button will return you to the beginning of the process.

Please Note: Your application will be saved for your convenience after each page.

Series, Grade and Location Selection

Series
This position is offered for a single series.

*** Please confirm you wish to be considered for these series**
Check all that apply.

0801-General Engineering

Grade
Select the grade level(s) for which you wish to be considered. You will only be considered for the grade level(s) you select.

Note: If you select "I do not wish to be considered for this grade" you will not be asked questions required for that grade and therefore cannot be considered for that grade.

*** Grade 11**
 I wish to be considered for this grade I do not wish to be considered for this grade

Location
Please indicate the locations for which you wish to be considered.

*** Check all that apply.**


Washington, DC, US

Notifications
 If you don't wish to receive email reminders about completing this vacancy before it closes, then check this box

< Previous Next >

16. Click the NEXT button.

17. Respond to the vacancy questions.



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Return to USAJOBS
View Application Status
My Account

Vacancy Questions

Eligibility Series Grade Location All Grade Questions Documents Application Review

All Grade Questions

Items marked with * are required.

All Grades Questions

*** 1. In which stages of design have you participated in a professional setting?**
Check all that apply.

- Project kickoff
- Pre-design
- Schematic design
- Design development
- Development of construction documents
- None of the above

*** 2. What is the highest construction value for a project that you designed?**

- Less than \$5 million
- \$5 million to \$10 million
- More than \$10 million
- I do not have experience designing projects

*** 3. Select the statements that describe your experience interacting with people in stressful situations.**
Check all that apply.

- I have de-escalated or calmed hostile individuals to facilitate communication and completion of work.
- I have built rapport with anxious and uncommunicative individuals to elicit needed information.
- I have accomplished assigned tasks when collaborating with interdisciplinary teams, each with opposing points of view or agendas.
- I have discussed sensitive information with argumentative parties.
- None of the above.

*** 4. Select the types of teams you have led to accomplish team goals and assignments.**
Check all that apply.

- Multi-discipline teams
- Teams composed of individuals with varying levels of skill
- Multi-level teams (e.g., subordinates, peers, and supervisors)
- Multi-organizational teams

Continuation of Question and responses

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18. Upload documents by clicking on UPLOAD or USAJOBS.

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Return to USAJOBS | View Application Status | My Account

Vacancy Documents

Eligibility | Series Grade Location | All Grade Questions | Documents | Application Review

Documents

The page lists the documents that are required by this vacancy announcement. Please add a document to your application by clicking on one of the following actions:

- **"USAJOBS"** to download documents transferred from USAJOBS.
Note: This option is available if the applicant initiated the application process in USAJOBS. Please note that portfolio documents transferred from USAJOBS are NOT automatically added to your application; you need to click on "USAJOBS".
- **"Upload"** to upload documents from your computer.
- **"Fax"** to generate a fax coversheet and fax the documents.

Documents from your profile that will be sent with your application.

You can provide a new version of a submitted document by clicking the USAJobs, Upload, or Fax links. The new document will replace the existing version already on file.

The following are additional documents requested for this vacancy. Please either select an existing document or add a new document to the system as needed. Please see the vacancy announcement regarding the required supporting documentation. You will only need to submit supporting documentation that is applicable to you.

Document Type	Description	Action
College Transcripts	No document Submitted	Upload USAJOBS Fax
DD-214 (Member 4 Copy)	No document Submitted	Upload USAJOBS Fax
Licenses and Certifications	No document Submitted	Upload USAJOBS Fax

19. Review and approve your document to complete your application.

QUESTIONS – Contact The Employment and Classification Branch at 202.226.6700

or visit https://help.usajobs.gov/index.php/Top_Ten_FAQ